



Empowering Partnerships For Education

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June 22, 2020

Dear DCIU Staff,

The PA Department of Education has charged School Districts and IUs with developing a Health and Safety Plan that must be Board approved. While the full plan will be available for all staff to review, once it is Board approved, we have included relevant aspects of the plan as it relates to employees physically returning to work.

Unless otherwise notified by your program supervisor or department director, telework will remain in effect through Friday, July 10<sup>th</sup>. Effective Monday, July 13<sup>th</sup>, all 12-month staff will physically return to their assigned work site for 50% of their normal work schedule. This part-time telework arrangement will remain in effect through Friday, August 28<sup>th</sup>. The feasibility for telework has been determined based on program operation and needs over the summer months. Specific guidelines are provided below.

## **RETURN-TO-WORK GUIDELINES**

### **Work Schedule:**

Each department lead will determine the schedule for their respective staff.

### **Building and Conference Room Access:**

Building access will remain limited to programs in operation and staff who are scheduled to physically be at work.

DCIU and DCTS facilities remain closed for all professional development activities, use of facilities for outside groups, and to visitors and volunteers. These measures will be in place until the end of November 2020.

The Delaware County Intermediate Unit's Return-to-Work Procedure is based on the fact that there is nothing more important to us than our employees.

### **Screening Protocols:**

Staff and contractors are required to take their temperature before reporting to work and are prohibited from reporting if above 99.5 degrees Fahrenheit or experiencing other symptoms in accordance with Chester County Department of Health guidelines on symptoms. The Chester

County Department of Health guidelines include:

Column A	Column B	
1 or more symptoms	2 or more symptoms	
Fever (99.5°F or higher <sup>2</sup> )	Lack of smell or taste (without congestion)	Headache
Cough	Sore throat	Congestion or runny nose
Shortness of breath	Chills	Nausea or vomiting
Difficulty breathing	Muscle pain	Diarrhea

**PPE and Social Distancing:**

- Staff and contractors will be required to wear masks at all times in common areas and any time that social distancing cannot be maintained in personal workspaces.
  - If a staff member is unable to secure his/her own mask, a mask will be provided
  - Masks should be cloth and staff will be responsible for cleaning of masks
- Limit in-person meetings as much as feasible with no more than 25 in attendance and disinfecting after the meeting shall occur
- Prefer web-based meeting platform
- Social distancing of three to six feet shall occur as the World Health Organization and the Chester County Department of Health have indicated three feet is an appropriate benchmarking distance to reduce the spread of COVID-19

**Meals and Congregate Settings:**

- Staff are encouraged to bring lunches/snacks that do not require refrigeration or needing to be heated up (microwave use); this helps with minimizing high touch areas
- Staff may use lounges and cafeterias for their meals and sit at minimum three-feet apart and if feasible six-feet apart, wear mask when not eating, and disinfect area after use
- Staff may not congregate in main offices, or other offices; staff need to maintain three-feet distance apart when interacting with anyone in these areas and wear masks
- Signage will be in place to direct foot traffic throughout the buildings to encourage social distancing
- Proper hygiene posters will be posted throughout the buildings

**Cleaning Protocols:**

- Procedures and processes increasing cleaning and sanitizing the facilities have been implemented
- Plexiglass will be strategically installed in areas to maintain appropriate separation of space and will be cleaned and disinfected regularly

Under the Families First Coronavirus Relief Act (FFCRA), if you are expected to perform duties and are unable for reasons covered by the FFCRA, please notify Joanne Matteucci at [jmatteucci@dcio.org](mailto:jmatteucci@dcio.org). Please refer to Board Policy 335 attachment.

Please know that the safety and wellbeing of all staff continues to be a top priority and we urge everyone to do their part in following these guidelines so that we may minimize risk and remain healthy.

Please stay safe!

Sincerely,

Maria Edelberg, Ed.D.  
Executive Director

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

**Generally, employers covered under the Act must provide employees:**

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
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| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
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### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:

**1-866-487-9243**

TTY: 1-877-889-5627

**[dol.gov/agencies/whd](https://dol.gov/agencies/whd)**



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